

## WAVE Job Description Grant Development & Monitoring Evaluation Coordinator



WOMEN AGAINST VIOLENCE EUROPE  
WAVE Network and European Info Centre against Violence  
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<b>Reports to</b>	Executive Manager
<b>Location</b>	Vienna
<b>Hours</b>	37 per week
<b>Contract type</b>	Study leave cover from September 2022 – September 2023
<b>Main purpose</b>	<ul style="list-style-type: none"><li>• Proactive financial resource mobilisation focused on developing and writing grant applications as well as project proposals in consultation with the Executive Manager</li><li>• Ensuring effective monitoring and evaluation of WAVE core activities and project work, to demonstrate its impact</li></ul>

### Introduction to WAVE

WAVE is a network of 160 women's NGOs in 46 European countries, who are all working towards tackling and preventing violence against women and their children. Our members are mainly women's specialist services such as shelters, centres and helplines, some are also national networks of such organisations.

WAVE's main areas of work are:

- 1) Advocacy & campaigning for a) better legislation, and implementation of existing legislation to tackle violence against women and b) sufficient funding for women's specialist services,
- 2) Capacity building and networking for our members through trainings, conferences and partnership projects,
- 3) Data Collection on the status of WSS in our member countries which is published every 2 years. WAVE also publishes regular newsletters, social media posts, blog contributions and an online magazine Fempower.

### A. Main Purpose of the Job

- Proactive financial resource mobilization for the WAVE network, focused on developing and writing grant applications as well as project proposals, in consultation with the Executive Manager
- Ensuring effective monitoring and evaluation of WAVE core activities and project work, to demonstrate its impact.

### B. Key Responsibilities and tasks

- 1) **Proactive financial resource mobilization for the WAVE network**
  - Develop and write grant applications as well as project proposals, in consultation with the Executive Manager
  - Being responsible for researching relevant background information in relation to grant applications
  - Liaise with Executive Manager and Project coordinators in ensuring project feasibility within WAVE's resources (financial, time, staff capacity)
  - Identifying and attracting new partners and potential funders to support WAVE's work and its growth

- Developing and nurturing excellent relationships with WAVE's current funders
- Developing an annual fundraising strategy, in coordination with the WAVE strategic plan

## **2) Ensuring effective monitoring and evaluation of WAVE core activities and project work**

- Developing the overall WAVE monitoring and evaluation (M&E) framework in consultation with the Executive Manager
- Leading the on-going development and improvement of the WAVE M&E framework and tools, and ensuring the WAVE team are clear about their respective responsibilities
- Collecting monitoring data for all WAVE core activities and projects; reporting on the relevant progress to the Executive Manager on a half-yearly and annual basis
- Analysing the evaluation information and creating an annual evaluation report ensuring ongoing organisational learning from the findings
- Training relevant team-members on how to collect relevant monitoring data to demonstrate the impact of their work activities

## **C. General Responsibilities**

- Working within the WAVE budget and financial procedures
- Attending fortnightly team-meetings
- Attending 5-6 weekly 1:1 meetings with the Executive Manager
- Attending external/international meetings as required for this role
- Supporting the organisation and delivery of the annual WAVE conference according to the conference workplan
- Carrying out other tasks as are reasonably required to help the WAVE team deliver its aims
- Ensuring that all WAVE policies and procedures are adhered to
- Attending all meetings and trainings relevant to this role
- Acting as an ambassador for WAVE
- Maintaining confidentiality in all matters
- Occasionally work flexibly beyond the remit and normal working hours of the post as required

**Whilst every endeavour has been made to outline the duties and responsibilities of the post, these duties are not exhaustive.**

<b>D. Person Specification</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/Skills/Abilities</b>		
Completed university degree (in any of the following areas, although we might also consider other degree topics): gender and/or violence studies, international development, sociology, political science, social work, law, management and Human Resources etc.)	X	
Strong analytical skills with the ability to collect, analyse, and communicate significant amounts of information with attention to detail	X	
Excellent ability to plan and prioritise own workload to meet (often competing) deadlines	X	
A creative mind with the ability to use own initiative to solve problems and issues	X	
Having a cooperative, reliable and flexible approach to team-work	X	
Excellent English AND German language skills	X	
Excellent written and verbal communication skills	X	
Ability to work flexibly beyond the remit and normal working hours of the post occasionally as required	X	
<b>Experience/Knowledge</b>		
At least 4 years professional experience in fundraising in the NGO and/or public sector, including creating and maintaining donor relationships	X	
At least 3 years experience of developing and/or implementing Monitoring & Evaluation Systems within an NGO Environment	X	
Good understanding of violence against women		X
Understanding of gender equality, feminism and the women's movement	X	
A non-judgmental approach to survivors of all forms of violence against women and girls and a clear understanding of its gendered nature	X	
Excellent knowledge and use of Microsoft Office package (Word, Excel, Power Point, Outlook) and proficient use of Microsoft Teams and	X	
Experience of working in a busy office environment and under pressure of numerous (often competing) deadlines	X	
Experience of working in a multi-national and multi-cultural environment	X	